

**City of West Linn**  
**PRE-APPLICATION CONFERENCE MEETING**  
**SUMMARY NOTES**  
**August 3, 2017**

SUBJECT: Class I Variance for a side yard setback reduction at 1089 Epperly Way  
FILE: PA-17-32  
ATTENDEES: Applicant: Ty Kohler  
Staff: Jennifer Arnold (Planning)

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*The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. **These comments are PRELIMINARY in nature.** Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.*

**Site Information**

Site Address: 1089 Epperly Way (Tax Lot 1039 map 21E 34DC)  
Site Area: 4,500 square feet (0.10ac)  
Neighborhood: Willamette NA  
Comp. Plan: Residential  
Zoning: R-4.5 (Single-Family Residential attached and Detached/ Duplex)  
Applicable code: Community Development Code (CDC) Chapter 75: Variances and Special Wavers;  
CDC Chapter 14, R-4.5

**Project Details**

The applicant is proposing a side and rear yard setback reduction from 3 feet to 2 feet 4 inches for an outdoor patio structure. The applicant must meet the underlying zone (R-4.5) requirements for lot coverage. The plans indicate a 14 ft. 5 in. by 13 ft. 1 in. (188.61 sq. ft.). There is a small patio extension not covered by the structure to add 6.65 sq. ft. to the floor area (total floor area of proposed structure 195.26 sq. ft.).

**Process**

For a Class I Variance, address the submittal requirements and approval criteria of CDC Chapter 75. The fee is \$ 825. The CDC is online at <http://westlinnoregon.gov/cdc>.

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided.

Once the submittal is deemed complete, staff will provide notice per CDC Chapter 99 and schedule a decision date by the Planning Manager. Appeals of the Planning Commission's decision are heard by City Council.

A neighborhood association meeting is not required for this application.

Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required.

*Typical land use applications can take 6-10 months from beginning to end.*

**DISCLAIMER:** This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. **A new pre-application conference would have to be scheduled one that period lapses and these notes would no longer be valid. Any changes to the CDC standards may require a different design or submittal.**